



Bid Number 50 - 116411

Two year contract for a supply of reflective sheeting for the Jefferson Parish Department of Engineering.

MAY 12, 2016 AT 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

Jefferson Parish Department of Engineering
Traffic Engineering Division

Two-Year contract for a supply of Reflective Sheeting for the Jefferson Parish Department of Engineering, Traffic Engineering Division

Items included in this contract and technical specifications to follow:

1. Super-high efficiency, full cube prismatic reflective sheeting, series 4000
2. Enclosed lens reflective sheeting, series 3270 – engineer grade
3. Cement adhesive for traffic control
4. Electronic cuttable film, series 1170
5. Clear protective overlay film, series 1150
6. Clear premium protective overlay film, series 1160
7. Clear transfer tape, series tpm-5

Contract terms:

These specifications are prepared for a two (2) year contract for a supply of reflective sheeting for Jefferson Parish Traffic Engineering Division, East and West Banks, for marking and striping of Jefferson Parish roadways.

Warranty:

Products shall be warranted that they are manufactured in accordance with the applicable material specifications and are free from defects in workmanship and materials. Any defective items sold under this contract shall be replaced at no cost to the purchaser.

General specifications:

This specification designates the general requirements for a supply of reflective sheeting for Jefferson Parish Traffic Engineering Division East and West Banks for marking and striping of Jefferson Parish roadways. Jefferson Parish reserves the right to purchase any quantity of units more or less than specified and/or as needed during the two (2) year period of the contract.

Material deliveries for bidding purposes, bid prices shall reflect no minimum delivery quantity.

The bidder is not to pre-ship any quantity until authorized by purchase order.

The quantities shown on the proposal guide are approximate quantities to be acquired by Jefferson Parish over a two (2) year period. Actual usage will be on an “as needed” basis.

All pertinent technical specifications and literature must be included in the bid.

Successful bidder will be allowed 30 days, from the date of contract execution, to stock and maintain sufficient quantities of material on hand to meet the needs of Jefferson Parish. Vendor will ship requested quantities (as indicated on purchase order) within seven (7) calendar days.

Bid delivery shall include all freight and delivery costs to Jefferson Parish.

Samples may be required for comparable evaluation. Bidders must honor such requests and, if required, submit within five (5) working days. Failure to honor such request will result in the bid being considered non-responsive.

JEFFERSON PARISH DEPARTMENT OF ENGINEERING
TRAFFIC ENGINEERING DIVISION
REFLECTIVE SHEETING SPECIFICATIONS

Two-Year contract for a supply of Reflective Sheeting for the Jefferson Parish Department of Engineering, Traffic Engineering Division

SUPER-HIGH EFFICIENCY, FULL CUBE PRISMATIC REFLECTIVE SHEETING (DIAMOND GRADE)

Note: The following Specification contains both warranty and pre-qualification clauses directly related to product performance.

Scope

This specification covers flexible, white or colored, Super-High Efficiency retro-reflective sheeting, tape and related processing materials designed to enhance the day/night visibility of traffic control signs and objects. (3M Series 4000, or approved equal).

Applicable Documents

The following documents, of the issue in effect on the date of invitation for bids or request for proposal, form a part of this specification to the extent specified herein:

ASTM Standards.

ASTM D 4956-05 Standard Specification for Retro-reflective Sheeting for Traffic Control (Table 17 Color Requirements) and (Tables 10 and 14 for Luminance factors).

D 523 Standard Method for Test for Specular Gloss.

E 284 Standard Definition of Terms Relating to Appearance of Materials.

E 308 Computing the Colors of Objects by Using the CIE System.

E 810 Standard Test Method for Coefficient of Retroreflection of retroreflective Sheeting.

E 1164 Standard Practice for Obtaining Spectrophotometric Data for Object-Color Evaluation.

B209 Specification for Aluminum and Aluminum Alloy Sheet and Plate.

Description

The retroreflective sheeting shall have a smooth surface and shall be pre-coated with a pressure sensitive adhesive backing protected by a removable liner.

As per FHWA-SA-07-020, Jefferson Parish utilizes the "Comparison Panel" Assessment Method and Management Method "3" for assessment and management of sheeting retroreflectivity. These assessment methods compare the useful life of the sheeting to the warranty period for the sheeting. Unless otherwise specified herein, all applied and unapplied test samples and specimens shall be

conditioned at the standard conditions of 73 +/- 3 degrees F (23 +/- 3 degrees C) and 50 +/- 5% humidity for 24 hours prior to testing.

Control Sample Test Panels

Unless otherwise specified herein, when tests are to be performed using test panels, the specimens of retroreflective material shall be applied to smooth aluminum cut from ASTM B-209 Alloy 5052-H36, 5052-H38, 5154-H38 or 6061-T6 sheets in 0.020 inch (0.051 cm), 0.040 (0.102 cm) or 0.063 (0.160 cm) thickness. The aluminum shall be degreased and lightly acid etched before the specimens are applied. The specimens shall be applied to the panels in accordance with the recommendations of the retroreflective sheeting manufacturer.

Control Sample Test Panel Performance

In keeping with the afore mentioned assessment method, the manufacturer supplying materials specified herein must supply control samples of these materials in each color for installation on test panels located at the Jefferson Parish Sign and Signal Shop, 2100 Dickory Avenue. Harahan, LA. These materials must be mounted and exposed to continuous weather conditions for three years prior to bid opening. It is the responsibility of the manufacturer to insure that mounting has been accomplished. Successful performance of the product sample must be demonstrated continuously for a minimum of three years in this control sample or actual field performance in Jefferson Parish or other similar municipality in order for the product to be qualified as meeting these specifications. Jefferson Parish will compare the control sample to a new sample after the test period to ensure endurance of retroreflectivity requirements. In lieu of three year control sample exposure, materials (sheeting, process colors, overlay films) shall be approved for use, when, in the opinion of this agency, sufficient evidence and certification of use in other municipalities having similar environmental conditions from the manufacturer exists to ensure that the materials and services offered can reliably conform to this specification and warranty period.

Successful performance shall include, but not be limited to continuous adhesion and lamination, shrinkage or distortion, retained color, chromatic quality and reflectivity. Failure to comply with this section of these specifications shall require disqualification and rejection of the manufacturer's product for the bid.

TABLE I:

No single test sample as per ASTM E810 shall be less than 80% of the values indicated in Table I.

Coefficient of Retroreflection, RA

The coefficients of Retroreflection shall not be less than the minimum values specified in Table I.

For screen printed transparent colored areas or transparent colored overlay films on white sheeting, the coefficients of retroreflection shall not be less than 70% of the values for corresponding color in Table I.

Units

Coefficients of retroreflection RA shall be specified in units of candelas per footcandle per square foot (candelas per lux per square meter).

The observation angles shall be 0.2, 0.5 and 1.0 degrees.

Values at 0 and 90 degrees orientation shall be averaged.

Minimum Coefficient of Retroreflection R_A
(Candelas per lux per square meter)

Table I
Minimum Coefficient of Retroreflection
(cd/lux/m²)

White	-4	30
0.2	570	215
0.5	400	150
1.0	120	45

Blue	-4	30
0.2	26	10
0.5	18	6.8
1.0	5.4	2.0

Yellow	-4	30
0.2	425	160
0.5	300	112
1.0	90	34

FYG	-4	30
0.2	455	170
0.5	320	120
1.0	96	36

Red	-4	30
0.2	114	43
0.5	80	30
1.0	24	9

FY	-4	30
0.2	340	130
0.5	240	90
1.0	72	27

Green	-4	30
0.2	57	21
0.5	40	15
1.0	12	4.5

FO	-4	30
0.2	200	75
0.5	140	52
1.0	42	16

Gloss Retention

The retroreflective sheeting shall have an 85 degree specular gloss of not less than 50 when tested in accordance with ASTM D-523.

Adhesive

The protective liner attached to the adhesive shall be easily removed by peeling without soaking in water or other solutions, without breaking, tearing, or removing any adhesive from the backing.

Impact Resistance

The retroreflective sheeting shall comply with the impact resistance requirements contained in ASTM D 4956-05, section 6.10.

Resistance to Accelerated Outdoor Weathering

The Retro-reflective surface of the sheeting shall be weather resistant and show no appreciable cracking, blistering, crazing, or dimensional change after 3 years unprotected outdoor exposure. The coefficient of retroreflection shall not be less than 80% of the values in Table I and the colors shall conform to the requirements of ASTM D 4956, table 17.

The sheeting shall show no appreciable evidence of cracking, scaling, pitting, blistering, edge lifting or curling or more than 1/32 inch (0.08 cm) shrinkage or expansion.

Resistance to Heat

The retroreflective sheeting shall retain coefficients of retroreflection between 85% and 115% of the values measured before exposure.

General Characteristics and Packaging

The retroreflective sheeting as supplied shall be of good appearance, free from ragged edges, cracks and extraneous materials, and shall be furnished in either rolls or sheets. When furnished in continuous rolls, the average number of splices shall not be more than 3 per 50 yards (45.7 m) of material with a maximum of 4 pieces in any 50 yard (45.7 m) length. Splices shall be butted or overlapped and shall be suitable for continuous application as furnished. When furnished as cut sheets or sign faces, the sheeting shall be packaged flat in accordance with commercially accepted standards. The sheeting shall be packed snugly in corrugated fiberboard cartons, in accordance with commercially accepted standards. Each carton shall clearly stipulate the brand, quantity, size, lot or run number and color. Stored under normal conditions the retroreflective sheeting as furnished shall be suitable for use for a minimum period of one (1) year. Rolls and sheets are determined by requisition.

Performance Requirements and Obligations.

Certification

The sheeting manufacturer shall submit with each lot or shipment, a certification which states that the material supplied will meet all of the requirements listed herein.

Warranty for Ordinary Colors:

Sheeting manufactured of standard colors and processed and applied to sign blank materials in accordance with sheeting manufacturer's recommendations, shall perform effectively for a period of ten (10) years. The retroreflective sheeting will be considered unsatisfactory if it has deteriorated due to

natural causes to the extent that: (1) the sign is ineffective for its intended purpose when viewed from a moving vehicle under normal day and night driving conditions; or (2) the coefficient of retroreflection is less than the minimum specified for that sheeting during that period listed.

The sheeting must retain 80% of values listed in Table I up to 7 years and 70% of values listed in Table I up to 12 years

Failure of process colors or overlay films provided and/or sold for use on recommended sheeting shall constitute a failure of entire sign and shall be replaced under manufacturer's replacement obligations.

For screen printed transparent colored areas or transparent colored overlay films on white sheeting, the coefficients of retroreflection shall not be less than 70% of the values for the corresponding integral color.

All measurements shall be made after sign cleaning according to sheeting manufacturer's recommendations.

Warranty for Fluorescent Colors:

Sheeting manufactured of fluorescent colors and processed and applied to sign blank materials in accordance with sheeting manufacturer's recommendations shall perform effectively for a period of ten (10) years. The retroreflective sheeting will be considered unsatisfactory if it has deteriorated due to natural causes to the extent that: (1) the sign is ineffective for its intended purpose when viewed from a moving vehicle under normal day and night driving conditions; or (2) the coefficient of retroreflection is less than the minimum specified for that sheeting during that period listed.

The sheeting shall retain 80% of values listed in Table I up to 5 years and 70% of values listed in Table I up to 7 years

Failure of process colors or overlay films provided and/or sold for use on recommended sheeting shall constitute a failure of entire sign and shall be replaced under manufacturer's replacement obligations.

All measurements shall be made after sign cleaning according to sheeting manufacturer's recommendations.

Warranty for Fluorescent Orange Colors

Sheeting manufactured of fluorescent orange and applied to sign blank material in accordance with the sheeting manufacturer's recommendations, is expected to perform effectively for a minimum of three (3) years. The retroreflective sheeting will be considered unsatisfactory if it has deteriorated due to natural causes to the extent that: (1) the sign is ineffective for its intended purpose or (2) retains less than 50% of the coefficient of retroreflection values listed in Table I at 0.2 degrees observation, -4 degrees entrance (measured in accordance with ASTM E810).

All measurements shall be made after sign cleaning according to the sheeting manufacturer's recommendations.

Natural causes include effects of exposure to weather. Natural causes exclude (without limitation) damage from exposure to chemicals, abrasion and other mechanical damage (such as from fasteners used to mount the sign, collisions or mishandling), vandalism, or malicious mischief.

Sheeting Manufacturer's Replacement Obligation

For standard colors where it can be shown that retroreflective signs, supplied and used according to the sheeting manufacturer's recommendations, have not met the performance requirements, the sheeting manufacturer shall cover restoration costs as follows for sheetings shown to be unsatisfactory during:

For the entire ten (10) years, the sheeting manufacturer will replace the sheeting required to restore the sign surface to its original effectiveness.

In addition, during the first seven (7) years the sheeting manufacturer will cover the cost of restoration of the sign surface to its original effectiveness at no cost to agency for materials and labor. Replacement sheeting shall carry the unexpired warranty of the sheeting it replaces.

For fluorescent colors where it can be shown that retroreflective signs, supplied and used according to the sheeting manufacturer's recommendations, have not met the performance requirements, the sheeting manufacturer shall cover restoration costs as follows for sheetings shown to be unsatisfactory:

If the failure occurs within the first five (5) years from the date of fabrication, the manufacturer will, at its expense, restore the sign surface to its original effectiveness.

If the failure occurs within the sixth (6th) or seventh (7th) year from the date of fabrication, the manufacturer will furnish the necessary amount of sheeting necessary to restore the sign surface to its original effectiveness.

Replacement sheeting shall carry the unexpired warranty of the sheeting it replaces.

For temporary signing, (fluorescent orange), where it can be shown that the retroreflective sheeting fails to conform to the performance requirements, the sheeting manufacturer's sole responsibility and purchaser's and user's exclusive remedy shall be:

Provide Replacement Sheeting

This sheeting shall carry the unexpired warranty of the sheeting it replaces.

Process Inks

The manufacturer of the sheeting shall manufacture and may offer at no additional cost the process inks, clears and thinners recommended for the sheeting to meet the performance requirements of this specification, and shall further be responsible for technical assistance in the use of these inks in accordance with Section 8.

Slip Sheet

Slip Sheet paper, if recommended by the sheeting manufacturer for sheeting surface protection or for use in packing, storage or shipping finished signs, may furnish in rolls by the manufacturer, at no additional charge, in at least equal square footage and in the same widths as the sheeting supplied.

Washers

Washers, if recommended by the sheeting manufacturer to protect the sign surface from damage by bolts or other fasteners, may be furnished by the manufacturer at no additional charge or a nominal charge.

Technical Assistance Requirements

Instruction and Training

The manufacturer supplying the sheeting shall provide the services of a qualified technician for instruction and training at the Jefferson Parish Traffic Engineering Sign Shop (2100 Dickory Avenue, Harahan, LA). This instruction shall be available on a quarterly basis at no additional cost, and shall include but not be limited to, training videos, material application, equipment operation, silk screening techniques, packaging, storage and other proven sign shop practices as they apply to the reflective sheeting supplied by the manufacturer, and to assure that the resulting signs can comply with the applicable specifications.

Compliance

Failure to comply with the requirements of these specifications shall be cause for cancellation of annual contract if applicable. ***Jefferson Parish requires sign dating of all signs at the time of application. That date constitutes the start of field performance obligation period.***

Patented Devices, Materials and Processes

Seller will pay any damages, costs or fines resulting from any claims against Jefferson Parish for infringement or alleged infringement of third party patents by product supplied by Seller under this specification. The costs paid by Seller shall include legal and court costs deemed reasonably necessary by counsel for Jefferson Parish in defending against such claims.

ENCLOSED LENS REFLECTIVE SHEETING

Note: The following Specification contains both warranty and pre-qualification clauses directly related to product performance.

DESCRIPTION

The reflective sheeting shall consist of spherical lens elements embedded within a transparent plastic having a smooth, flat outer surface. The sheeting shall be weather resistant and have a protected pre-coated adhesive backing. (3M Series 3200, or approved equal)

REQUIREMENTS

Photometric

Background- The reflective sheeting shall have the following coefficients of retroreflection expressed as the average of representative readings over the entire surface of a panel. Measurements shall be conducted in accordance with ASTM E810 "Standard Test Method for coefficient of Retroreflection of Retroreflective Sheeting."

TABLE I – R _A (Candlepower/Footcandle/Square Foot)						
	White		Yellow		Red	
Div. Ang.	.2 deg.	.5 deg.	.2 deg.	.5 deg.	.2 deg.	.5 deg.
Inc. Ang.						
-4 deg.	70.0	30	50	25	14.5	7.5
30 deg.	30	15	22	13	6	3
	Blue		Green			
Div. Ang.	.2 deg.	.5 deg.		.2 deg.	.5 deg.	
Inc. Ang.						
-4 deg.	4.0	2		9	4.5	
30 deg.	1.7	0.8		3.5	2.2	
	Orange		Brown			
Div. Ang.	.2 deg.	.5 deg.		.2 deg.	.5 deg.	
Inc. Ang.						
-4 deg.	25.0	13.5		2	1	
30 deg.	7	4		1	0.5	

Applied or Demountable Copy

Reflective Sheeting for all sign copy including letters, numerals, symbols, borders, and route markers shall be White which has been carefully selected by the manufacturer for uniformity of day and night appearance. No further matching shall be necessary.

Rainfall Performance

The brightness of the reflective sheeting, totally wet by rain, shall not be less than 90% of the above values. Wet performance measurements shall be conducted in conformance with Standard RAINFALL TEST specified in Federal Specification L-S-300C "Sheeting and Tape, Reflective, Non-exposed Lens Adhesive Backing."

Color

Color shall be as specified and shall conform to ASTM D 4956-05, Table 5. Luminance factors shall conform to ASTM D 4956-05, Table 6.

Adhesive

The reflective sheeting shall include a pre-coated pressure adhesive which may be applied without necessity of additional adhesive coats on the reflective sheeting or application surface.

The protective liner attached to the adhesive shall be easily removed by peeling without soaking in water or other solvents.

The adhesive coated sheeting, when applied at 72 deg. F (22 deg. C) and conditioned for 24 hours at this temperature, shall form a durable bond to clean, smooth, corrosion and weather resistant substrates when exposed to temperatures of -30 deg. to 160 deg. F. (-35 deg. to 72 deg. C).

Film

The reflective sheeting shall have sufficient strength and flexibility so that it can be handled, processed, and applied according to the recommendations of the sheeting manufacturer without appreciable stretching, tearing, or other damage. It shall permit application over and conformance to moderate, shallow embossing characteristics of certain sign borders and symbols. Following liner removal, the reflective sheeting shall not shrink more than 1/32" (0.79 mm) in 10 minutes nor more than 1/8" (3.18 mm) in 24 hours in any dimension per 9.0" (22.9 cm) square at 72 deg. F. (22 deg. C) and 50% RH.

The sheeting with the liner removed and conditioned for 24 hours at 72 deg. F (22 deg. C) and 50% RH, shall be sufficiently flexible to show no cracking when slowly bent, in one second's time.

Surface

The sheeting surface shall be smooth and flat, and facilitate cleaning and wet performance. The sheeting surface shall be readily processed and compatible with recommended transparent and opaque process colors and show no loss of the color coat with normal handling, cutting, and application.

The sheeting shall permit cutting and color processing at temperatures of 60-100 deg. F. (15 deg. - 28 deg. C) and relative humidity's of 20-80%. The sheeting shall be heat-resistant and permit force curing without staining of unapplied sheeting at temperatures up to 150 deg. F (65 deg. C) and up to 200 deg. F (93 deg. C) on applied sheeting.

Effective Performance Life and Warranty

Reflective sheeting processed, applied to approved sign base materials, and cleaned, in accordance with manufacturer's recommendations for their use on traffic control signs, shall be considered as performing effectively for a field life of seven (7) years if the sheeting has not deteriorated due to natural causes to the extent that: 1) the sign is ineffective for its intended purpose when viewed from a vehicle, or 2) the average night time reflective brightness is less than that specified in Table II below. The vendor shall be replace all reflective sheeting failing to give satisfactory performance for the seven (7) year field service.

TABLE II - EFFECTIVE PERFORMANCE LIFE
Average Specific Intensity per Square Foot
(Candlepower/FootCandle/Square Foot divergence) and -4 deg. incidence*

Sheeting Type & Color	7 yrs. Field Service	Performance Life**
White	35	7 Years
Yellow	20	7 Years
Red	5	7 Years
Blue	2	7 Years
Green	3	7 Years
Orange	10	7 Years

*Candlepower measurement shall be made, following sign cleaning, in accordance with procedure recommended in Section IIA.

**Performance years for each color shall be stated by the bidder.

The reflective material exposed in the Jefferson Parish control sample for 36 months (2100 Dickory Avenue, Harahan, LA), shall not support fungus growth and accumulate dirt to the extent that the reflective brightness before cleaning is less than 75% of the reflective brightness after cleaning.

The sheeting surface may be readily refurbished by cleaning and clear overcoating in accordance with the manufacturer's recommendations.

General Characteristics and Packaging

The reflective sheeting as supplied shall be of good appearance, free from ragged edges, cracks, and extraneous materials, and shall be furnished in both rolls and sheets. When the reflective sheeting is furnished in continuous rolls, the average number of splices shall not be more than three per 50 yards of material with a maximum of four splices in any 50-yard length. Splices shall be butted or overlapped and shall be suitable for continuous application as supplied.

Sheeting shall be packaged in accordance with commercially accepted standards.

Stored under normal conditions, the reflective sheeting as supplied shall be suitable for use for a period of at least one year.

NOTE: Metric equivalents in parenthesis.

Equipment, Delivery, Service

The manufacturer supplying the retroreflective sheeting shall provide service for recommended sheeting application equipment and certify that trained personnel will be available within 24 hours notice to render such service.

The manufacturer must supply materials in all widths and colors specified. No partial bids will be accepted.

Control Sample Test Panel Performance

In keeping with the assessment method stated on page 1 of these specifications, the manufacturer supplying materials specified herein must supply control samples of these materials in each color for installation on test panels located at the Jefferson Parish Sign and Signal Shop, 2100 Dickory Avenue. Harahan, LA. These materials must be mounted and exposed to continuous weather conditions for three years prior to bid opening. It is the responsibility of the manufacturer to insure that mounting has been accomplished. Successful performance of the product sample must be demonstrated continuously for a minimum of three years in this control sample or actual field performance in Jefferson Parish or other similar municipality in order for the product to be qualified as meeting these specifications. Jefferson Parish will compare the control sample to a new sample after the test period to ensure endurance of retroreflectivity requirements. In lieu of three year control sample exposure, materials (sheeting, process colors, overlay films) shall be approved for use, when, in the opinion of this agency, sufficient evidence and certification of use in other municipalities having similar environmental conditions from the manufacturer exists to ensure that the materials and services offered can reliably conform to this specification and warranty period.

Successful performance shall also include, but not be limited to continuous adhesion and lamination, shrinkage or distortion, retained color, chromatic quality and reflectivity. Failure to comply with this section of these specifications shall require dis-qualification and rejection of the manufacturer's product for the bid.

ELECTRONICALLY CUTTABLE COLOR FILMS FOR USE ON RETROREFLECTIVE SHEETING

Note: The following specification contains warranty clauses directly related to product performance.

Scope

This document covers flexible, transparent, durable films designed to be applied to retroreflective materials for the creation of traffic control signs and devices. (3M Series 1170, or approved equal).

Applicable Documents

The following documents, of the issue in effect on the date of invitation for bids or request for proposal, form a part of this specification to the extent specified herein:

ASTM Standards

B 209 Specification for Aluminum and Aluminum Alloy Sheet and Plate.

D 523 Standard Method for Test for Specular Gloss.

D 4956 Standard Specification for Retroreflective Sheeting for Traffic Control.

E 284 Standard Definition of Terms Relating to Appearance of Materials.

E 308 Computing the colors of Objects by Using the CIE System.

E 810 Standard Test Method for Coefficient of Retroreflective of Retroreflective Sheeting.

E 1164 Standard Practice for Obtaining Spectrophotometric Data for Object-Color Evaluation.

FP-03 Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects.

Description

Electronic cuttable films shall consist of durable, transparent, colored films coated with a transparent pressure sensitive adhesive protected by a removable liner. The films are designed to be cut on knife over roll (sprocket fed or friction fed) and flatbed electronic cutting machines. The films shall be available in standard traffic colors, be dimensionally stable, and be designed to optimally cut, weed, lift, and transfer. Use of electronic cuttable films will not require Jefferson Parish Traffic Engineering Sign Shop to release any volatile organic compounds.

Coefficient of Retroreflection, Ra.

When electronic cuttable film is applied to retroreflective sheeting, the composite will conform to the percentage retained of the minimum coefficient of retroreflection specified by Jefferson Parish Traffic Engineering and the manufacturer for the retroreflective sheeting when the retroreflective sheeting is screen processed. The coefficient of retroreflection shall be determined in accordance with ASTM E 810.

Units

Coefficients of retroreflection Ra shall be specified in units of candelas per foot candle per square foot (candelas per lux per square meter).

Retroreflective sheeting with datum marks shall be tested in the orientation specified by the manufacturer. If no datum mark is supplied, the sheeting shall be rotated to determine the minimum Ra which shall be reported without averaging.

Specular Gloss

The electronic cuttable film shall have an 85 degrees specular gloss of not less than 50 when tested in accordance with ASTM D 523.

Processing and Cuttability

The electronic cuttable film shall permit cutting, weeding, masking with transfer tape, lifting, and application to retroreflective sheeting when used in accordance with manufacturer's recommendations at temperatures between 65 degrees and 95 degrees F (18.3 degrees and 35.0 degrees C) and relative humidity between 30% and 70%. The film shall lay flat with minimal edge curl and be dimensionally stable.

Adhesive Liner

The protective liner attached to the adhesive shall be easily removable by peeling without soaking in water or other solutions, without breaking, tearing, or removing any adhesive from the electronic cuttable film. The liner shall have a controlled release from the adhesive coated film sufficient to allow cutting without the film popping off from the liner while still allowing the liner to easily be peeled from the film.

Resistance to Accelerated Outdoor Weathering

When electronic cuttable film is applied to retroreflective sheeting, the surface of the film shall be weather resistant and show no appreciable cracking, blistering, crazing, or dimensional change after two (2) years unprotected outdoor exposure. The coefficient of retroreflection shall not be less than the value specified in Table I for the High Intensity Prismatic Reflective Sheeting (page 8 of these specifications) when the retroreflective sheeting is screen processed.

The film shall show no appreciable evidence of cracking, scaling, pitting, blistering, edge lifting or curling or more than 1/32 inch (0.08cm) shrinkage or expansion.

The film shall show acceptable colorfastness.

Retained reflectivity shall be the same as Jefferson Parish's specification for screen processed retroreflective sheeting of the type being tested.

The electronic cuttable film shall not be removable from the retroreflective sheeting without damage.

Where more than one panel of a color is measured, the coefficient of retroreflection shall be the average of all determinations.

Colorfastness

After the specified outdoor weathering, the sheeting shall conform to the color requirements in ASTM D 4956-05 Tables 5 and 6.

General Characteristics and Packaging

Roll Goods

When supplied as roll goods, the electronic cuttable film shall be of good appearance, free from ragged edges, cracks and extraneous materials. The maximum number of splices in each roll shall be three per 50 yards of material. Splices shall be butted. The sheeting shall be packed snugly in corrugated fiberboard cartons, in accordance with commercially accepted standards. Each carton shall clearly stipulate the brand, quantity, size, lot or run number, and color. Stored under normal conditions the electronic cuttable film as furnished shall be suitable for use for minimum period of one (1) year.

Performance Requirements and obligations

Certification

The film manufacturer shall submit with each lot or shipment, a certification which states that the material supplied will meet all of the requirements listed above.

Field Performance Requirements

The electronic cuttable film applied to retroreflective sheeting, both materials applied in accordance with the manufacturer's recommendations, shall as a composite perform with the same effective performance life as Jefferson Parish requires for that type of retroreflective sheeting as noted within these specifications when screen processed. The composite sign will be considered unsatisfactory if it has deteriorated due to natural causes to the extent that:

- (1) The sign is ineffective for its intended purpose when viewed from a vehicle under normal day and night driving conditions; or
- (2) The coefficient of retroreflection is less than the minimums specified within these specifications for the retroreflective sheeting when screen processed.

Electronic Film Manufacturer's Replacement Obligation

Where it can be shown that retroreflective traffic signs with electronic cuttable film supplied and used according to the film manufacturer's recommendations have not met the performance requirements of these specifications, the film manufacturer shall cover restoration costs as provided in these specifications for the retroreflective sheeting when screen processed.

Technical Assistance Requirements

Instruction and Training

The manufacturer supplying the electronic cuttable film shall provide the services of a qualified technician for instruction and training at the Jefferson Parish Traffic Engineering Sign Shop (2100 Dickory Avenue, Harahan, LA). This instruction shall be available on a quarterly basis at no additional cost, and shall include but not limited to, training videos, material applications, equipment operation, packaging, storage and other proven sign shop practices as they apply to the electronic cuttable film supplied by the manufacturer, and to assure that the resulting signs can comply with the applicable specifications.

CLEAR PROTECTIVE OVERLAY FILM

Note: The following specification contains warranty clauses directly related to product performance.

Scope

This section covers Protective Overlay Film (3M Series 1150, or approved equal) designed as a protective transparent overlay for application to reflective sheeting.

Applicable Documents

The following documents, of the issue in effect on the date of invitation for bids or request for proposal, form a part of this specification to the extent specified herein:

ASTM Standards

B 209 Specification for Aluminum and Aluminum Alloy Sheet and Plate.

D 523 Standard Method for Test for Specular Gloss.

D 4956 Standard Specification for Retroreflective Sheeting for Traffic Control.

E 284 Standard Definition of Terms Relating to Appearance of Materials.

E 308 Computing the colors of Objects by Using the CIE System.

E 810 Standard Test Method for Coefficient of Retroreflective of Retroreflective Sheeting.

E 1164 Standard Practice for Obtaining Spectrophotometric Data for Object-Color Evaluation.

FP-03 Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects.

Description

The protective overlay film shall be clear, colorless film. The film shall resist staining by spray paint, permanent markers, etc. Defacement due to vandalism shall be easily removed by selected solvent wiping.

Adhesive

The overlay film shall have a pressure sensitive, transparent adhesive.

Application

The overlay film shall be applied to smooth, clean reflective sign surfaces when air and surface temperatures are above 60° (16° C). New signs must be clean and the process colors completely dry and hard prior to application of overlay film. The overlay film shall be applied using either Mechanical Squeeze roll applicator, Hand Squeeze roll applicator, or Hand application.

Packaging and Storage

When supplied as roll goods, the overlay film shall be of good appearance, free from ragged edges, cracks and extraneous materials. The film shall be packed snugly in corrugated fiberboard cartons, in accordance with commercially accepted standards. Stored under normal conditions, the overlay film as furnished shall be suitable for use for minimum period of one (1) year.

Performance Requirements and obligations

Certification

The film manufacturer shall submit with each lot or shipment, a certification which states that the material supplied will meet all of the requirements listed above.

Technical Assistance Requirements

Instruction and Training

The manufacturer supplying the protective overlay film shall provide the services of a qualified technician for instruction and training at the Jefferson Parish Traffic Engineering Sign Shop (2100 Dickory Avenue, Harahan, LA). This instruction shall be available on a quarterly basis at no additional cost, and shall include but not limited to, training videos, material applications, equipment operation, packaging, storage and other proven sign shop practices as they apply to protective film supplied by the manufacturer, and to assure that the resulting signs can comply with the applicable specifications.

CLEAR PREMIUM PROTECTIVE OVERLAY

Note: The following specification contains warranty clauses directly related to product performance.

Scope

This section covers Clear Premium Protective Overlay Film (3M Series 1160, or approved equal) designed as a high performance protective transparent overlay for use over traffic signs with High Intensity Prismatic Sheeting.

Applicable Documents

The following documents, of the issue in effect on the date of invitation for bids or request for proposal, form a part of this specification to the extent specified herein:

ASTM Standards

B 209 Specification for Aluminum and Aluminum Alloy Sheet and Plate.

D 523 Standard Method for Test for Specular Gloss.

D 4956 Standard Specification for Retroreflective Sheeting for Traffic Control.

E 284 Standard Definition of Terms Relating to Appearance of Materials.

E 308 Computing the colors of Objects by Using the CIE System.

E 810 Standard Test Method for Coefficient of Retroreflective of Retroreflective Sheeting.

E 1164 Standard Practice for Obtaining Spectrophotometric Data for Object-Color Evaluation.

FP-03 Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects.

Description

The premium protective overlay film shall be clear, colorless film. The film shall resist staining by spray paint, permanent markers, eggs, stickers, etc. Defacement due to vandalism shall be easily removed by selected solvent wiping and shall have the ability to substantially restore performance and appearance of the overlaid sign after cleaning.

Adhesive

The overlay film shall have a pressure sensitive, transparent adhesive.

Application

The overlay film shall be applied to smooth, clean reflective sign surfaces when air and surface temperatures are above 60° (16° C). New signs must be clean and the process colors completely dry and hard prior to application of overlay film. The overlay film shall be applied using either Mechanical Squeeze roll applicator, Hand Squeeze roll applicator, or Hand application.

Packaging and Storage

When supplied as roll goods, the overlay film shall be of good appearance, free from ragged edges, cracks and extraneous materials. The film shall be packed snugly in corrugated fiberboard cartons, in

accordance with commercially accepted standards. Stored under normal conditions, the overlay film as furnished shall be suitable for use for minimum period of one (1) year.

Performance Requirements and obligations

Certification

The film manufacturer shall submit with each lot or shipment, a certification which states that the material supplied will meet all of the requirements listed above.

Technical Assistance Requirements

Instruction and Training

The manufacturer supplying the protective overlay film shall provide the services of a qualified technician for instruction and training at the Jefferson Parish Traffic Engineering Sign Shop (2100 Dickory Avenue, Harahan, LA). This instruction shall be available on a quarterly basis at no additional cost, and shall include but not limited to, training videos, material applications, equipment operation, packaging, storage and other proven sign shop practices as they apply to protective film supplied by the manufacturer, and to assure that the resulting signs can comply with the applicable specifications.

CLEAR TRANSFER TAPE

Note: The following specification contains warranty clauses directly related to product performance.

Scope

This section covers Clear Transfer Tape, (3M TPM-5 or approved equal) designed to apply pre-spaced legends onto High Intensity Prismatic Sheeting.

Applicable Documents

The following documents, of the issue in effect on the date of invitation for bids or request for proposal, form a part of this specification to the extent specified herein:

ASTM Standards

B 209 Specification for Aluminum and Aluminum Alloy Sheet and Plate.

D 523 Standard Method for Test for Specular Gloss.

D 4956 Standard Specification for Retroreflective Sheeting for Traffic Control.

E 284 Standard Definition of Terms Relating to Appearance of Materials.

E 308 Computing the colors of Objects by Using the CIE System.

E 810 Standard Test Method for Coefficient of Retroreflective of Retroreflective Sheeting.

E 1164 Standard Practice for Obtaining Spectrophotometric Data for Object-Color Evaluation.

FP-03 Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects.

Description

The Transfer Tape shall be clear, colorless film. The Transfer Tape shall resist stretching, wrinkling and air entrapment during hand application. The tape shall have adequate stiffness for handling of marking (4 sq. ft. or larger), intricate sign markings and for applications performed at high temperatures.

Adhesive

The overlay film shall have a pressure sensitive, transparent adhesive.

Application

The overlay film shall be applied to smooth, clean reflective sign surfaces when air and surface temperatures are above 60° (16° C). The Transfer Tape shall be applied using hand squeegee application.

Packaging and Storage

When supplied as roll goods, the overlay film shall be of good appearance, free from ragged edges, cracks and extraneous materials. The film shall be packed snugly in corrugated fiberboard cartons, in accordance with commercially accepted standards. Stored under normal conditions, the overlay film as furnished shall be suitable for use for minimum period of one (1) year.

Performance Requirements and obligations

Certification

The film manufacturer shall submit with each lot or shipment, a certification which states that the material supplied will meet all of the requirements listed above.

Technical Assistance Requirements

Instruction and Training

The manufacturer supplying the protective overlay film shall provide the services of a qualified technician for instruction and training at the Jefferson Parish Traffic Engineering Sign Shop (2100 Dickory Avenue, Harahan, LA). This instruction shall be available on a quarterly basis at no additional cost, and shall include but not limited to, training videos, material applications, equipment operation, packaging, storage and other proven sign shop practices as they apply to protective film supplied by the manufacturer, and to assure that the resulting signs can comply with the applicable specifications.

DATE: 4/26/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116411

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/12/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Please note requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

10,12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116411

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	200.00	SQFT	<p>TWO YEAR CONTRACT FOR A SUPPLY OF REFLECTIVE SHEETING FOR THE JEFFERSON PARISH DEPARTMENT OF ENGINEERING:</p> <p>0010 SUPER HIGH EFFICIENCY, FULL CUBE PRISMATIC REFLECTIVE SHEETING.</p> <p>SERIES 4000, DIAMOND GRADE - DG3 OR APPROVED EQUAL, WITH PRESSURE SENSITIVE ADHESIVE.</p> <p>COLOR SERIES: WHITE 4090 RED 4092 GREEN 4097 BLUE 4095 YELLOW 4091</p> <p>3M SERIES 4090</p>		
2	30,000.00	SQFT	<p>0020 SUPER HIGH EFFICIENCY, FULL CUBE PRISMATIC REFLECTIVE SHEETING,</p> <p>SERIES 4000, DIAMOND GRADE - DG3 OR APPROVED EQUAL, WITH PRESSURE SENSITIVE ADHESIVE.</p> <p>COLOR SERIES FLOURESCENT: FLOURESCENT YELLOW - FY 4081 FLOURESCENT YELLOW GREEN - FYG 4083 FLOURESCENT ORANGE - FO 4084 FLOURESCENT ORANGE - FO 3924S</p> <p>3M SERIES 4080</p>		
3	500.00	SQFT	<p>0030 SUPER HIGH EFFICIENCY, FULL CUBE PRISMATIC REFLECTIVE SHEETING,</p> <p>SERIES 4000. DIAMOND GRADE - DG3 OR APPROVED EQUAL, WITH PRESSURE SENSITIVE ADHESIVE.</p> <p>COLOR SERIES: ALTERNATING ORANGE AND WHITE PRE-STRIPED BARRICADE SHEETING WITH 4 INCH LEFT OR RIGHT STRIPES 444 OR 6 INCH LEFT OR RIGHT STRIPES 446</p> <p>3M SERIES 444/446</p>		
4	750.00	SQFT	<p>0040 SUPER HIGH EFFICIENCY, FULL CUBE PRISMATIC FLEXIBLE REFLECTIVE SHEETING,</p> <p>SERIES 4000, DIAMOND GRADE - DG3 SERIES 3910 AND 3914 OR APPROVED EQUAL WITH PRESSURE SENSITIVE ADHESIVE FOR REFLECTORIZING REBOUNDABLE PLASTIC SUBSTRATE WORK ZONE TRAFFIC CONTROL</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116411

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	4,000.00	SQFT	DEVICES - 4 INCH OR 8 INCH COLORS WHITE AND ORANGE 3M 3910 WHITE 3M 3914 ORANGE		
			0050 ENCLOSED LENS REFLECTIVE SHEETING SERIES 3270 - ENGINEER GRADE OR APPROVED EQUAL WITH PRESSURE SENSITIVE ADHESIVE. COLOR SERIES WHITE 3270 RED 3272 GREEN 3277 BLUE 3275 YELLOW 3271 BROWN 3279 3M SERIES 3200		
6	35,000.00	SQFT	0060 ELECTRONIC CUTTABLE FILM ELECTROCUT FILM - E.C. FILM SERIES 1170, OR APPROVED EQUAL WITH PRESSURE SENSITIVE ADHESIVE. COLOR SERIES: CLEAR 1170 YELLOW 1171 RED 1172 ORANGE 1174 BLUE 1175 GREEN 1177 BLACK 1178 BROWN 1179 ALL OF THE ABOVE ELECTRONIC CUTTABLE FILM IS TO BE NON-PERFORATED FOR USE IN FRICTION FEED ELECTRONIC CUTTING DEVICES 3M SERIES 1170		
			0070 CLEAR PROTECTIVE OVERLAY FILM, SERIES 1150 OR APPROVED EQUAL WITH PRESSURE SENSITIVE ADHESIVE 3M SERIES 1150		
7	250.00	SQFT			
8	250.00	SQFT	0080 CLEAR PREMIUM PROTECTIVE OVERLAY FILM, SERIES 1160 OR APPROVED EQUAL WITH PRESSURE SENSITIVE ADHESIVE. THE ABOVE CLEAR FILM WHEN APPLIES TO REFLECTIVE SHEETING ALLOWS REMOVAL OF		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116411

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	10,000.00	SQFT	GRAFITTI FROM SIGN SURFACES 3M SERIES 1160 0090 CLEAR TRANSFER TAPE, SERIES TPM-5 OR APPROVED EQUAL FOR USE WITH ELECTROCUT FILM SERIES 1170 THE ABOVE TRANSFER TAPE IS USED FOR PURPOSES OF PRESPACING AND TRANSFERRING ELECTRONIC CUTTABLE FILM 3M TPM-5		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

2. COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

3. COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014